Marvin Ramirez

Pedro Raymunde Jr.

Aizen Chadee Debuque

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Pedro Raymunde Jr.

Aizen Chadee Debuque

I can:

1. Change font
2. Paste
3. Copy
4. Italized
5. Bold
6. Underline letters
7. Justify
8. Insert word art
9. Insert picture
10. Insert tables
11. Insert indents
12. Footer and header
13. Spacing
14. Margin
15. Change Paper Size
16. Change Background
17. Change Font Color
18. Numbering
19. Change Font Size
20. Insert Bullet
21. Superscript
22. Highlight
23. Insert Clip Art
24. Insert Chart
25. Insert Shapes
26. Insert Page Number
27. Insert Symbol
28. Columns
29. Page Borders
30. Watermarks
31. Insert Endnote
32. Insert Footnote
33. Insert Hyperlinks
34. Font Effects
35. Edit Pictures
36. Insert Bookmark
37. Shrink Font
38. Sort
39. Insert Subscript
40. Format Painter
41. Cut
42. Delete
43. Change View Style
44. Zoom
45. Save As
46. Save
47. Open
48. create other document
49. Insert new page
50. Print
51. Redo
52. Undo
53. Auto Correct
54. Can count words

We are able to identify 54 things that MS word can do.